


Colonel White

DD/S:JWC:maq  
FILE Personnel 7

Although it is not a controlling criterion, I should note that the Directors of Personnel have been most conservative with regard to grades of senior positions below the general Deputy. As you know each of our other Offices has at least one such GS-17 position. We consider the position described in the attached to be of equal stature to at least the bulk of those in the other Offices.

STAT

  
John W. Coffey

30 NOV 1971

DD/S:JWC:maq (1 Dec 71)

Distribution:

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- 1 - DD/S Subject w/ccy DD/S 71-4533
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DD/S 71-4533: Memo dtd 23 Nov 71 for ExDir-Compt fr Harry B. Fisher,  
subj: Upgrading of Position #944 in the Office of Personnel  
from GS-16 to GS-17

*Reviewed at Noon Meeting*  
*12-1-71*  
*Lab*

STAT

Approved For Release 2003/04/29 : CIA-RDP84-00780R004200070002-9

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23 NOV 1971

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Upgrading of Position #944 in the Office of Personnel  
from GS-16 to GS-17

1. This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph 4.

2. The position of Deputy Director of Personnel for Special Programs is currently allocated at the GS-16 level. I believe that the responsibilities inherent in this position clearly warrant, in comparison with other Agency positions, an upgrading to the GS-17 level.

3. [ ] the present incumbent, is responsible for a variety of programs of great significance to this Agency and its employees:

- a. Benefits and Services including overseas medical benefits program, exit processing, casualty assistance, Suggestion and Honor Awards Programs, overseas travel, GEHA and our other impressive insurance programs and the Employee Activities Association, including the store;
- b. the Retirement Affairs Program, counseling, technical assistance, outplacement aid and seminars;
- c. administration of all Contract Personnel including allowances;
- d. overall management of the Credit Union;
- e. the Voluntary Investment Plan;
- f. Executive Secretary of PEAS and Educational Aid Fund.

4. The incumbent of this position makes major contributions on his own to various activities of the Agency in addition to his many supervisory responsibilities including serving as Chairman of the Ad Hoc Committee on Missing in Action Cases. In addition, a high degree of judgment and discretion are required in conducting liaison with senior officials of other Government agencies. Notwithstanding the unique talents that Mr. [ ] brings to this job, I am firmly convinced that the number and nature of important programs that he is responsible for indicates that this position is improperly allocated at this time at GS-16 and should be raised to GS-17. In order to stay within our current average grade, I will reduce another position in the Office of Personnel if this position is upgraded.

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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5. It is recommended that the position of Deputy Director of Personnel for Special Programs (#944) be approved at the GS-17 level.

/s/Harry B. Fisher

Harry B. Fisher  
Director of Personnel

Concur:

(signed) John W. Coffey

30 NOV 1971

John W. Coffey  
Deputy Director  
for Support

Date

The recommendation contained in paragraph 5 is approved:

*LS*  
L. K. White

Executive Director-Comptroller

*1 Dec 71*  
Date

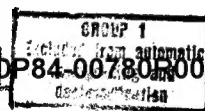
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OD/Pers/  PJG (22 Nov. 71)

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